

Software Quality Functional Configuration Audit (FCA) Checklist

Date(s) of Assessment: _____ Project: _____

Assessor(s): _____ Review Examined: _____

		Y , N, NA	F,O	Comments
REVIEW PREPARATION				
1	Have standards been identified to clearly define this process?			
2	Were guidelines used to prepare for the process?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the implementation of this process?			
5	Have all parties involved in the implementation of the assessed process received training on the process?			
FCA PRIMARY OBJECTIVE				
6	Has the FCA verified that the configuration item has achieved the requirements specified in its functional baseline documentation and identified /recorded any discrepancies.			
FCA ENTRY CRITERIA				
7	Have the following artifacts been made available for review prior to the FCA:			
7a	System/Software Requirements Specification?			
7b	System/Software qualification test procedures, test results, and requirements traceability matrix (RTM)?			

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7c	The qualified system and component source code?			
7d	Software Change Requests (SCRs) that were implemented into the system and component source code?			
7e	Software Version Description Document?			
7f	System/Software Users Manual/Guide?			
8	Has analysis or simulation been accomplished for the performance parameters that couldn't be completely verified during testing?			
9	If the analysis or simulations were performed, were the results sufficient to insure that the performance of the configuration item is compliant with the specification?			
10	Is there evidence that all system/software requirements can be traced to the source code, test procedures, and test results?			
11	Was system/software testing completed?			
12	Were all requirements verified?			
13	For those requirements that have not been verified or failed verification, has additional testing been scheduled (e.g., regression testing)?			
FCA EXIT CRITERIA				
14	Were all FCA entry criteria found to be acceptable?			
15	Were all FCA discrepancies recorded and addressed during the audit debriefing?			
16	Were there any FCA findings that remain open at the conclusion of this process? If so, have plans been made to verify the corrective actions at a later date?			
17	Have all associated documentation been placed under CM control in accordance with the CM Plan?			

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FCA POST AUDIT ACTIVITIES				
18	Did all designated stakeholders concur in the acceptability of the FCA?			
19	Were there any Lessons Learned documented at the completion of this process?			
REFERENCE ITEMS/DOCUMENTS				
<i>LaRC Software Engineering Process Guidebook – Software Configuration Management</i>				
<i>MIL-STD-1521 B (USAF) MILITARY STANDARD TECHNICAL REVIEWS AND AUDITS FOR SYSTEMS, EQUIPMENTS, AND COMPUTER SOFTWARE</i>				

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COMMENTS PAGE _____ **of** _____

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